



DEPARTMENT OF HUMAN RESOURCES
SENIOR & DISABLED SERVICES DIVISION
500 Summer Street NE
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Phone: (503) 945-5811

AUTHORIZED BY: _____
**SDSD Administrator/Deputy/
Assistant Administrator**

INFORMATION MEMORANDUM
SDSD-IM-00-41
Date: April 11, 2000

TO: SDSD District and Unit Managers
Area Agency on Aging Directors

SUBJECT: Provider Inquiry Training

INFORMATION: The Provider and Consumer Services Unit has scheduled three Provider Inquiry Trainings to be held in Salem. The training is similar to that which has been provided by the unit since the fall of 1997. Instructors will be Joan Larson, Heather Darrow, Kami Mulder and Shannan Willits. The training is geared for support staff and covers the topics listed below:

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| g Terminal Screens | g Check Write Schedule |
| g Criminal History Clearances | g Remittance Advice |
| g Provider Enrollment | g Garnishments |
| g PRVX Screens | g W2's/1099's |
| g Housekeeper Payment Screen | g FICA Refunds |
| g Adult Foster Home Screens | g Unemployment Claims |
| g Replacement of Lost Checks | g 512 Payment Problems |
| g Payment Adjustments/Overpayments | |

The trainings will be offered on May 4th, September 14th and December 7th. They will begin at 8:30 A.M. and end at 4:00 P.M. The trainings will be held at the SDSD Employee Development Center, 4494 River Rd. N., Keizer, Oregon in the Coquille Room. Lunch will not be provided.

CONTACT PERSON: To Register: Shannan Willits (503) 378-2567